

MINUTES OF THE GEOGRAPHIC RESEARCH AREA STAFF MEETING, 15 JANUARY 1957

PRESENT: [REDACTED]

25X1A9a

1. Fitness Reports

25X1A9a [REDACTED] stated that he had been favorably impressed with the caliber of recent Fitness Reports. Their preparation exhibited a stabilized, realistic approach to an administrative device that is likely to increase in importance in the Agency.

2. Plans for 1957 in the Geographic Area

25X1C4a The group discussed at some length the aspects of administration, management, and production which should be tightened up, changed, or otherwise improved during the coming months. Typical subjects were: Completion of the cataloging of the D/GL map collection; [REDACTED]; achieving increased recognition of graphic possibilities in the design of D/GC maps. The discussion will be continued at the next meeting.

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*3. Aspects Tentatively Noted by [REDACTED]

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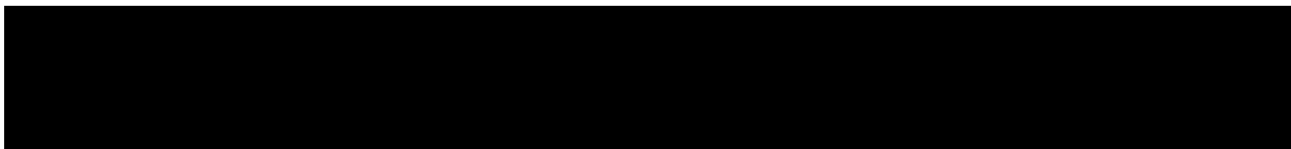
a. Competitive promotion program--a coming thing which will require more of our attention.

b. Individual career planning--also likely to increase in importance.

D/GL

a. Complete cataloging of holdings.

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c. Continue recent efforts to publicize library holdings and services.

d. Undertake check of known channels of procurement to determine what items or channels may be missed in the present effort.

e. Secure special procurement trip to Canada.

f. Give continued attention to the problem of maps which arrive in the Agency via irregular channels and do not get recorded.

g. Continue attention to the referencing of maps which are best, latest, and disseminated in accordance with controls they carry.

D/GC

a. Conclude actions necessary to secure the revision of position classifications and Tables of Organization in the Division.

b. Examine further the desirability of a Deputy Division Chief.

c. Devote increasing attention and facilities to terrain rendering as a cartographic device.

d. Select an employee to attend the terrain-rendering course at this spring.

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e. Instill in the staff an increased recognition of graphic possibilities in the design of D/GC maps which will complement the maps' authoritative look. It may be feasible to hire a design consultant to set up a design workshop within the Division.

f. Build up a file of cartographic devices--a library of design, drafting, and reproduction techniques.

g. Improve technical support of the Geographic Attache program.

h. Continue efforts to achieve a self-initiated production of 6-12 maps per year.

D/GF

a. Improve graphical content of reports.

b. Achieve better screening of job requests so as to reduce duplication of other agencies and direct capacities where they will be most valuable and telling.

c. Broaden training program to include such additional aspects of photo interpretation as geographical features and military installations.

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